

DISABILITY EVALUATION ANALYST



CALIFORNIA
DEPARTMENT
OF SOCIAL
SERVICES

CALIFORNIA
STATE
GOVERNMENT



OPEN – STATEWIDE EXAM
KH46 -- 5365 7PB19

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST SACRAMENTO, ROSEVILLE, OAKLAND, FRESNO, LOS ANGELES, SAN DIEGO,
STOCKTON, COVINA

EXAMINATION TYPE	This is an Open Examination. Applications will not be accepted on a Promotional basis.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated on this bulletin may apply.
HOW TO APPLY	<p>Applicants must apply using the following method:</p> <p>Continuous testing. On the Internet, you can complete and submit your application, plus schedule an appointment to take the written examination. Space is limited and will be available on a first come basis. Once test sites are “full” applicants will no longer be able to apply until additional test dates are identified in the future. Testing dates and locations will be posted as needs and conditions warrant.</p> <p>To apply using the State Personnel Board Internet Application Process, go to www.spb.ca.gov/jobs/exams/exam_start.htm. Applicants will complete their application and respond to questions regarding their ability to meet the minimum qualifications. An immediate minimum qualification determination will be made by the on-line system. If an applicant qualifies, he/she will be allowed to select a date and time to take the written test.</p> <p>If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, also has Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.</p> <p>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</p>
APPLICATION DEADLINE	CONTINUOUS TESTING
SPECIAL TESTING ARRANGEMENTS	Candidates with disabilities who require special application filing and/or testing arrangements should call the Department of Social Services, Examination Unit at (916) 653-5830, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-800-735-2929, for voice phones: 1-800-735-2922.

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WRITTEN TEST	This examination will consist of a written test only.
REQUIRED IDENTIFICATION	NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	<p>Range A - \$2817 - \$3426 per month Range B - \$3050 - \$3708 per month Range C - \$3658 - \$4446 per month</p> <p>Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B or C.</p> <p>Range B. This range shall apply to persons who satisfactorily completed: (1) the equivalent of six months as a Disability Evaluation Analyst, Range A; (2) the equivalent of six months of satisfactory experience outside State service above the trainee level performing technical medical evaluation of the physical or mental functioning of adults or children similar to the duties of a Disability Evaluation Analyst.</p> <p>Range C. This range shall apply to persons who either: (1) have graduated from a recognized four-year accredited college or university; or who have satisfactorily completed (2) the equivalent of 12 months as a Disability Evaluation Analyst, Range B; or (3) the equivalent of 18 months of satisfactory experience outside State service above the trainee level performing technical evaluation of the physical or mental functioning of adults or children similar to the duties of a Disability Evaluation Analyst.</p>
REQUIREMENTS FOR ADMITTANCE TO EXAMINATION	<p>NOTE: It is your responsibility to make sure you meet the minimum qualifications requirements for this examination by the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p style="text-align: center;">Either I</p> <p>Six months of experience in California state service performing the duties of a Disability Evaluation Technician, Range B.</p> <p style="text-align: center;">OR II</p> <p>One year of experience in the California state service performing the duties of a Program Technician II. These duties must entail the dissemination of knowledge of the regulations and policies governing the Disability Evaluation Program.</p> <p style="text-align: center;">OR III</p> <p>Education: Equivalent to graduation from college. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)</p> <p>NOTE: The requirement for “Equivalent to graduation from college” means: Bachelor’s degree from an accredited college or a letter from the college or university stating the applicant has met all of the academic requirements for graduation is acceptable. Applicants must show proof of degree prior to appointment as a Disability Evaluation Analyst.</p>
FINGERPRINT CLEARANCE FORM	If you are successful in this examination, you will be required to complete a fingerprint clearance form. The hiring agency uses finger print clearances to determine suitability for the Disability Evaluation Analyst position.

POSITION DESCRIPTION	Positions in this class are involved in obtaining and analyzing medical, personal and vocational information in the adjudication of claims for disability benefits under Title II (Disability Insurance), Title XVI (Supplemental Security Income), and Title XIX (Medically Needy Medi-Cal) of the Social Security Act. Incumbents in this series are also responsible for Residual Functional Capacity preparation and for analyzing vocational factors requiring complete knowledge of jobs and the transferability of vocational skills from one job to another; performing quasi-judicial reappraisals for final determination of claims for reconsideration or continuing disability; training other professional staff; performing division support and program service functions; analyzing and resolving program support need; investigating problem areas; gathering, compiling, and displaying data; designing and conducting studies and analyzing the findings; and recommending new procedures and approaches. This is the entry, training, and first working level in this series. Incumbents adjudicate initial level claims of for disability benefits.
TEST INFORMATION AND SCOPE	<p>This examination will consist of a written test weighted 100%. The written test is based on the scope, listed below. In order to obtain a position on the eligible list a minimum rating of 70% must be attained. COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.</p> <p style="text-align: center;">WRITTEN TEST – WEIGHTED 100%</p> <p>Scope:</p> <p>A. Analytical Ability B. Reading Comprehension C. Writing Skills</p>
ELIGIBLE LIST INFORMATION	Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 12 months after it is established. A candidate may be tested only once during any 12 month period.
SPECIAL CHARACTERISTICS	Demonstrate ability to act independently, open-mindedness, flexibility and tact; willingness to make field visits away from established headquarters.
VETERANS' PREFERENCE	Veterans' Preference credits will be added to the final score of all competitors who are successful in the Written Test and who qualify for, and have requested these points. Due to changes in the law, which was effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to print a copy of their "notice to appear" and bring it to the test site on the day they are scheduled to take the examination that is on their notice to appear.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

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If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and finger printing may be required.

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corp (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three (3) points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examination cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference: California law allows granting of veterans' preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference points are on the Veterans' Preference Application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 944243
SACRAMENTO, CA 94244-2430**

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457; CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.